SENIOR TRAINING OFFICER MEETING Wednesday, 11 May 1977, 1030

AGENDA

- 1. Management for Equality and Opportunity
- 2. FOIA/PA Seminar
- Revised Component-Conducted Training Report Format (See attached alternative formats)
- Mr. Fitzwater

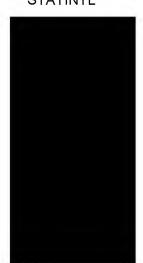
- 4. Ramifications of the HAC Staff Report,
 Especially STO/Component Training
 Officer Relationships
- 5. The Training Evaluation Responsibilities of OTR and Directorates/Offices
- 6. Seminars on Performance Evaluation as a Possible Remedy for Unrealistic Fitness Reports

9. LT Program



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Component Training FY 1976

Office of ODP

AME, LOCATION, LENGTH f COURSE (Hours)	DESCRIPTION	NO. of RUNNINGS	INSTRUCTOR/ OVERHEAD COSTS	TRAVEL AND OTHER COST	COURSE HOURS	COST/ C.HOUR	NO. of STUDENTS	COST PER STUDENT	COST PER STUDENT HOUR	
CL (Advanced) FT, Hqs., 32 hrs.)	Designed as an in-depth study of Job Control Language, covering the more sophisticated topics Requires a working knowledge of JCL or have completed intermediate JCL. Students will code several JCL examples to be run on Agency computers		\$3,200.00	\$1,024.00	32	\$251.04	16	\$502.09	\$15.69	
ORTRAN (BASIC)	An introduction to the FORTRAN IV programming of language. Students need have no programming experience. Material covered includes, etc.		3,200.00	1,120.00	40	209.50	14	598.57	14.96	

Attachment

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DESCRIPTION

Provides instruction in the care and handling of the sick and injured before professional medical attention can be obtained. Covers general first aid and procedures to be used to alleviate pain, prevent further injury, and save lives. Students must demonstrate proficiency in emergency medical treatment to successfully complete course.

DESIGNED FOR

Emergency monitors near danger zones, or anyone wishing to be better prepared to administer emergency first aid.

ADMINISTRATIVE DATA

Conducted by: OMS

Length: 10 hours (4 hours for refresher course)

Frequency:

On request

Headquarter

Place: Headquarters Building
Class Size: Maximum of 12

Prerequisite: Supervisor authorization

Registration: Contact OMS, Operations Division

HISTORICAL COST DATA

Number of Classes in FY 76: 35

Instructor/Overhead costs: \$1,045.80
Travel/Other costs: 0

TOTAL \$1,045.80

Number of Students: 924 Number of Successful

Completions: 910 Number of Course Hours: 105

Cost per Course Hour: \$10.45 Cost per Student: 1.60 Cost per Student Hour: .16

10 May 1977

STATINTL

MEMORANDUM FOR: Agency Training Officers

FROM:

Chief, Training Services Staff

SUBJECT:

Distribution of External Training

Announcements

As the central point for receipt and dissemination of announcements of non-Agency training programs, the Office of Training is conducting a survey to identify areas of current interest. Please review the subjects listed on the attachment and indicate those on which your office wishes to receive material. If you have interests that are not included on the list, please identify them.

Please return the survey to OTR/TSS/REPG, Room 826, STATINTL Chamber of Commerce Building. Questions should be directed extension 3396.

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Attachment:

List of subjects

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Training Officer:	Office:
Mailing Address:	Extension:
Area Studies	Finance
Behavioral Sciences	Accounting
Communication Skills:	Auditing
Listening	Banking
Reading	Budgeting
Speaking	Corporate
Writing	Financial Management
Cartography	International
Contracting Federal	Geography Graphics (Visual Aids
Cost & Drice Analysis	Graphics/Visual Aids
Cost & Price Analysis Law	Health/Medicine
Negotiations	Health/Safety
Procurement	Information Systems
Research and	Computer Programming
	Data Processing
Development Termination	Operations Research
Economics	Systems Analysis Instructional Development
Comparative Economic	Evaluation Techniques
Systems	Job/Task Analysis
Economic Development	Learning Objectives
Economic Policy	Teaching Objectives
General Economic	Labor Relations
Theory	Law
International	Equal Employment
Labor Economics	Opportunity
Money, Credit, Banking	Freedom of Information
Quantitative Economics	Privacy Act
Energy/Environment	Library Science
Engineering	Management/Executive
Acoustics	Development
Aerospace/Atmospheric	Corporate
Biomedical	General Management
Chemical	Insurance
Civil	International
Design of Materials	Legal
Electrical	Management by Objectives
Fluid Mechanics	Marketing
Lasers	Personnel
Mechanical	Purchasing
Nuclear	Records
Ocean Engineering	Research and Development
Optics	Mathematics
Radiography	Analysis
Structural	Applied Mathematics
-8-	Logic
	Statistics

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Metric System					
Photography					
Politics/Government/					
Foreign Relations					
Printing					
Sciences					
Biochemistry	••				
Biology					
Chemistry					
Physics					
Secretarial Sciences					
Administrative and					
Clerical	•				
Typing/Shorthand					
Systems Dynamics					
Technological		9 .	•		
Forecasting					
Television/Videotape					
Word Processing				•	
Other Subject Interests	5:				
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MANAGEMENT FOR EQUALITY OF OPPORTUNITY

INTRODUCTION

The course is designed especially for people in managerial and supervisory positions. It is based upon the assumption that the Agency's ability to promote full utilization of all employees regardless of race, color, sex, religion, national origin, or age, depends upon the awareness and behavior of managerial/supervisory personnel. They have a critical role in making the decisions necessary to eliminate real or apparent discrimination and to promote productive work relations among employees who differ in race, sex or culture. In fact managerial awareness and decisions have a great impact on the recommendations and efforts of EEO, FWP, Upward Mobility and other employees concerned with compliance and affirmative action.

In approaching the task of furthering the EEC concepts, it is recognized that success depends on two factors. The first deals with factual information which the supervisor needs to carry out his job. The second and the more difficult task involves establishing favorable attitudes and long term behavioral response. Primary emphasis will be given to providing the supervisors with information -- information about EEO Programs, processes, and the roles of various participants, including the supervisor. In some instances, information can lead directly to behavioral change. The program also provides the opportunity for the supervisor to look at his own attitudes and those of others and to experiment with new, i.e. more effective behavior. The proposed objectives, schedule, and concept seek to give recognition to the importance of these two factors and of the critical role that supervisors and managers play in the development of all human resources.

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MANAGEMENT FOR EQUALITY OF OPPORTUNITY COURSE

OBJECTIVES:

Through lectures, readings, films, group discussion, workshop exercises, and case studies, each supervisor, at the conclusion of the course, should be able to:

- 1. Identify some of the more prominent and patterns of discrimination and describe their impact upon supervisory processes.
- 2. Have had the opportunity or been able to critically evaluate his or her own attitudes towards equality of opportunity.
- 3. Better contribute to the effective utilization of all employees by being aware of and sensative to several creditable approaches to management behavior and actions.
- 4. Explain the historical background which gave rise to today's Equal Employment Opportunity Programs.
- 5. Articulate the Agency's progress in Equal Employment Opportunity Programs.
- 6. Describe what efforts the Agency is making to be fair to all employees, including describing such programs as the Upward Mobility Program, Federal Woman's Program and the Hispanic Program.
- 7. Be responsive to the complaint process and know what he or she, as a supervisor, should do when faced with a complaint from an employee.
- 8. Articulate the significance and importance of major legislation, executive orders and internal CIA policies which affect the management of Equal Opportunity Programs.